



04-C-0879

ATLANTA CITY COUNCIL

55 TRINITY AVENUE, S.W.  
SECOND FLOOR, WEST  
ATLANTA, GEORGIA 30303  
(404) 330-6041

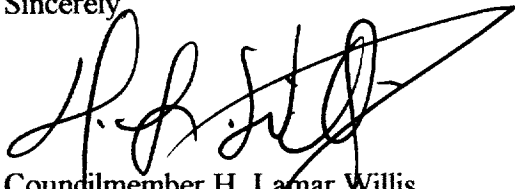
April 19, 2004

The Honorable Cathy Woolard  
City of Atlanta  
55 Trinity Avenue, SW  
Atlanta, Georgia 30303


Dear Council President Woolard:


Please accept Mr. Norman H. Ross, Jr. as our appointment to the City of Atlanta Human Relations Commission. With Mr. Ross' outstanding credentials we expect that he will serve the City of Atlanta well in this capacity.

Sincerely,

  
Councilmember H. Lamar Willis  
Post 3 - At Large

  
Councilmember Felicia Moore  
District 9

  
Councilmember C.T. Martin  
District 10

  
Councilmember Jim Maddox  
District 11

Councilmember Derrick Boazman  
District 12

**CONFIRMED BY**

MAY 17 2001

**COUNCIL**

[REDACTED] nross@na.cokecce.com

## WORK EXPERIENCE

**Coca-Cola Enterprises Inc., Atlanta, GA**

### October 1999 - Present

## Public Affairs Specialist

- Responsible for all Public Affairs functions in the Atlanta metropolitan area.
- Manage media relations for the Atlanta and Southern States divisions.
- Assist in managing governmental and community relations and issues management in the Atlanta and Southern States divisions.
- Implement and coordinate *Operation Grassroots Enterprises* training with Public Affairs Manager for the Atlanta and Southern States divisions.
- Coordinate public affairs efforts with Coca-Cola Enterprises Inc. and The Coca-Cola Company to maximize Coca-Cola system efforts.
- Manage the day-to-day activities of Company's 21 state and federal political action committees (PACs).
- Organize data entry of political expenditures and employee contributions, and file maintenance of the extensive employee database and the preparation of monthly activity reports for the public affairs field in the specialized PAC software system, MicroPAC.
- Draft and edit semi-annual presentations regarding PAC activities for the manager and/or vice president of public affairs who serve respectively as treasurer and chairman of the PACs.
- Coordinate and conduct the annual PAC solicitation efforts (the PAC currently has over 3,000 members): producing letters of invitation, creating PAC marketing materials, maintaining records of the potential and current membership, coordinating mailings, and following-up with letters of appreciation from the vice president of public affairs.
- Design and develop with public affairs specialist the Company's annual public affairs/PAC newsletter (or any other communication vehicles for the PACs) which is published quarterly.
- Oversee and administer the public affairs political database program, an in-house database, which combines data from MicroPAC, legislative official database, human resources database.

**Coca-Cola Enterprises Inc., Atlanta, GA**

### June 1994 - August 1997

### Summer Intern

- Merchandised grocery stores to keep shelves stocked with product.
- Analyzed volume reports for metro sales centers to recognize gains and losses.
- Established new accounts to maximize growth in recreational markets.
- Created Recreation Vending Program to increase brand image and sales in recreational markets.
- Managed and input data in *Real Estate Facility Database*.

## EDUCATION

**Maxwell School of Citizenship and Public Affairs, Syracuse University, Syracuse, NY**

Master of Public Administration: July 1999

**Concentration: State & Local Government Financial Analysis & Management**

**Morehouse College, Atlanta, GA**

Bachelor of Arts: May 1998, *Cum Laude*

Major: Business Administration, Finance

## SKILLS

- Extensive computer experience with Microsoft applications: Spreadsheet Application, Presentations, Database Management, and Quantitative Analysis.
- Financial Management, Budget Implementation, and Public Speaking.

## ACTIVITIES

- Leadership Atlanta Class of 2004
- Hands on Atlanta Board of Directors
- KIPP WAYS (West Atlanta Youth Scholars) Board of Directors
- Former Chairman of The Cascade United Methodist Church Trustee Board
- INROADS/Atlanta, Inc. Alumni Association

RCS# 5718  
5/17/04  
2:56 PM

Atlanta City Council

Regular Session

MULTIPLE

04-C-0722 04-C-0853 04-C-0855  
04-C-0879 04-C-0731  
CONFIRM

YEAS: 13  
NAYS: 0  
ABSTENTIONS: 0  
NOT VOTING: 0  
EXCUSED: 0  
ABSENT 1

Y Smith	Y Winslow	Y Shook	Y Martin	Y Norwood
Y Starnes	Y Archibong	Y Muller	B Maddox	Y Willis
Y Young	Y Fauver	Y Moore	Y Mitchell	

MULTIPLE

04-C-0879  
(Do Not Write Above This Line)

A COMMUNICATION BY  
COUNCILMEMBERS H. LAMAR  
WILLIS, POST 3 - AT LARGE;  
FELICIA A. MOORE, DISTRICT 9;  
C. T. MARTIN, DISTRICT 10; JIM  
MADDOX, DISTRICT 11 AND  
DERRICK BOAZMAN, DISTRICT  
12:

APPOINTING MR. NORMAN H.  
ROSS, JR. TO THE CITY OF  
ATLANTA HUMAN RELATIONS  
COMMISSION.

CONFIRMED BY

MAY 17 2001

COUNCIL

- ☐ CONSENT REFER  
☐ REGULAR REPORT REFER  
☐ ADVERTISE & REFER  
☒ 1st ADOPT 2nd READ & REFER  
☒ PERSONAL PAPER REFER

Date Referred 05/03/04  
Referred To: Committee on Council  
Date Referred  
Referred To:  
Date Referred  
Referred To:

First Reading

Committee \_\_\_\_\_  
Date \_\_\_\_\_  
Chair \_\_\_\_\_  
Referred To \_\_\_\_\_

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Refer To

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Refer To

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Refer To

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Refer To

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

FINAL COUNCIL ACTION

☐ 2nd

☐ 1st & 2nd

☐ 3rd

☐ Consent

☐ V Vote

☒ RC Vote

CERTIFIED

17  
MAY 17 2004  
CITY CLERK

MAYOR'S ACTION